

## TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

**User:** All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

**Purpose.** This checklist should be used by the travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

1. \_\_\_ The Travel Voucher (DD Form 1351-2 July 2004) must be prepared in ink, typewriter, or computer generated.
2. \_\_\_ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. \_\_\_ All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, ssn # on the travel voucher agree with the orders? If not, make administrative corrections and initial.
4. \_\_\_ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.  
Filing Procedures for extended travel (travel over 45 days)-The traveler must submit a claim for every 30-day period. That claim must be submitted within 5 days after each 30-day period. When duty begins in the middle of a month, the first claim should be submitted for the initial month. Subsequent claims should be submitted for 30-day periods.
5. \_\_\_ The itinerary in block 15a –15d must be completed using dates and not times, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
6. \_\_\_ Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage are mileage within and around the TDY site, to and from the airport, and to and from the TDY site. In/around POC mileage must be approved/ authorized. In/around mileage must be claimed and the total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
7. \_\_\_ Block 17 must be completed indicating the duration of TDY period.
8. \_\_\_ Did you claim all of your authorized reimbursable expenses in block 18? Mission related items (e.g. batteries /film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
9. \_\_\_ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Include a copy of your government contracted travel office (SATO/Carlson) itinerary. Rental Car receipts are required when costs total \$75 or more. Pre-calculation receipts are not acceptable.
10. \_\_\_ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, and obtained after the fact, you must have the Approving Official's signature authorizing commercial lodging or an amended order issued. (Military Members Only)
11. \_\_\_ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available?
12. \_\_\_ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original paid receipt or justification statement explaining why receipts are not attached?
13. \_\_\_ Is a conference or registration fee claimed and authorized in the orders? If so, did you state the number of meals provided at no cost in block 19 of the DD1351-2. If none, please state.
14. \_\_\_ Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. \_\_\_ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. \_\_\_ Military members: attach a copy of your leave form if leave was taken in conjunction with the TDY.
17. \_\_\_ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
18. \_\_\_ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
19. \_\_\_ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official if your agency requires.